

INFOPOP'S UBB.THREADS™ SOFTWARE

# User Guide

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Document Last Revised: 4/18/02 (UBB.threads™ version 6.0)

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## Introduction

*Welcome to the UBB.threads™ community!*

The UBB.threads™ software is one of the easiest web-based message boards to use, with a unique set of personalization features that allow you to move in and make it your own!

This guide will offer you an explanation of the various features, to allow you to jump right into participating. The UBB.threads™ community is all about participation and interaction, so you'll find that most features are readily accessible.

The UBB.threads™ software is used for many purposes, including customer support, intranet collaboration among colleagues, non-business related discussions among affinity groups, compilation of FAQs, and more. A user has the ability to:

- Create new topics or polls
- Reply to topics posted by others
- Edit or delete his/her own messages
- E-mail topics to others
- Search for relevant messages
- Send private messages
- Customize the look and feel of the interface (color, language, and threaded/nonthreaded mode)
- Rate threads and other users

### **A Few Notes...**

**Your Privacy & Security** – The UBB.threads™ software is downloaded and installed on the message board owner's Web servers (it is not hosted by Infopop). The information you provide during your participation in a UBB.threads™ community is only accessible to the group of members as the board administrator directs. Infopop itself cannot access or redistribute your information or messages for any reason. It's always a good idea to read the Privacy Policy of the Web site you are visiting, before providing any personal information.

**Registration** – Most UBB.threads™ communities require that you register before you can read or post messages. Completing the user registration form (which becomes

your profile), normally will grant you access to read messages, start topics, and post replies.

**Your Profile** – At any point, you can click on the “My Home” link to reach the page where you can change the information you provided at registration. This is useful if you wish to change your display name or any of the optional information about yourself. Most of the profile information is visible to all members of the UBB.threads™ community to which you are registered, so don’t enter any information you’re uncomfortable with sharing.

**How to Contact the Administrator or Moderator** – We hope you enjoy your experience. If you encounter difficulties while using a UBB.threads™ community, you can first contact the forum moderator or administrator (there is usually a “contact us” link at the bottom of the page for this purpose, or you can click on the person’s e-mail link in the interface). The community owner/administrator can also contact Infopop directly for technical assistance, if necessary.

### **What’s an online community?**

Think of it as the modern version of the city marketplace, with people gathering to talk about their personal lives, purchase goods, recommend things to friends, ask questions of the merchants, and compare notes. And just as in the city market, each vendor has the chance to make his/her display unique!

## Getting Started

The UBB.threads™ message board software is one of the most customizable around! Once you register, you'll be able to make the interface look just the way you like, by changing colors, threaded/nonthreaded display, and even the language.

### Register

When you first encounter the UBB.threads™ community's main page, if you have never registered before, you'll see a link that says "New User" in the center of the header bar. Click the "New User" link to choose a username and have your password emailed to you. If there is a delay in receiving your password, it may mean that the owner of the board is screening/approving new registrations; in that case, you won't receive your password until the owner approves your membership.

### Logging in

Once you receive the email with your password in it, you can go back to the main UBB.threads™ page and click the "Login" link. Use your new username and password to log in, and you're ready to start participating. You'll notice a flashing envelope icon at the top of the page when you login...click it to see your first private message, a welcome from the administrator.

### Customizing the look and feel

UBB.threads™ will let you personalize the way the community appears, and change your mind as often as you like. Simply click the "Control Panel" link at the top header bar, and scroll down to the "Main Configuration" table. Click on "Display Preferences." You'll see an option that says "which style sheet (skin) do you want to use for your display?" Click the dropdown menu, and choose one of the options. The style change will take place immediately! You can select a different style any time you wish, or you can choose the "default" style to use the style the board owner prefers.

### Setting an avatar


Would you like to display a picture or graphic with your username? Use the same "Main Configuration" table mentioned above, but click on "Personal Information, email, password...". Scroll down to "Your Picture" and enter the URL to the image you wish to use. Note that it must be no larger than 65 x 75 pixels.

The owner of the board may or may not allow you to upload your own custom avatar to his/her server. If this feature is enabled, you'll see a "Browse" button. If you don't see the "Browse" button, you need to use a URL to an image that has already been uploaded to a web server.

## How Do I?

*These are some of the most commonly used features...*

### Post a New Topic

Look for this icon:  [Post](#)

Click the “Post” link

Use the resulting screen to enter a subject, select a post icon, and write your message. At this time, you can also check a box to have all replies sent to your email address, or check a box to preview your post and/or or attach a file.


### Post a Poll

You can create your own poll question and answers, and include them in any post you make. Posts with polls in them cannot be edited but they may be deleted.

To add a poll to your post, start by clicking the “Poll Start” link. This will bring up a box where you can type your poll question (e.g., What is your favorite color?). Next click “Poll Option”. This will bring up another box where you can type your first response option (e.g., Blue). For additional response options, continue clicking “Poll Option” until you have the number of response options you desire. End your poll by clicking “Poll End”.

### Post a Reply

UBB.threads™ software allows you to reply to a specific post within a particular thread. For example:



The screenshot displays a forum thread interface. At the top right, there is a 'Print Thread' link. The thread contains two posts by a user named 'rosemary'. The first post, titled 'Interesting Post', has the content 'This post is very interesting.' and includes 'Post Extras' with icons for smiley, image, link, and signature. It has 'Edit' and 'Reply' links. A red arrow points to the 'Reply' link with the text 'Click this "reply" link to respond to this particular post.' The second post, titled 'Re: Interesting Post [re: rosemary]', has the content 'No it's not!!!!' and also includes 'Post Extras' and 'Edit'/'Reply' links. Another red arrow points to its 'Reply' link with the same text. At the bottom, there are navigation links: '< Previous', 'Index', 'Next >', 'Flat', and 'Threaded'. A 'Jump to' section shows 'Just Stuff' selected in a dropdown menu, with a 'Jump' button next to it.

### Edit my Message


If you notice an error in the message you have posted, and you wish to change it, you can edit your own post up to 24 hours after it is made. Where the change is

substantive, you should mark the post as edited (this option is contained in the edit post screen) so as to alert viewers to the changed content. For cosmetic changes it's better not to do so.

#### **View Recent Messages**

From the main index page, you can view messages that have been posted within the last 24 or 28 hours, or the last 7 days. Simply go to the main index page, and use the links at the top of the page to select your viewing preference.

#### **Subscribe to a Board (Forum)**

If you are the person who started the thread, you can decide to receive all replies via email when you first create the post. Otherwise, you always have the option to subscribe to a board (which means that you receive an email when there is new activity). To subscribe (or unsubscribe), look for the  subscribe/unsubscribe to board link at the bottom left of any board (forum) page.

#### **See Who's Online**

Notice the “Who’s Online” link in the top navigation bar? If you click that link, you’ll see a list of which users have logged into the community in the last 10 minutes, and where they are. Note that users who have opted out of this feature will not be shown.

#### **See the Whole Member List**

Click the “User List” link in the top navigation bar, and you will see a full listing of all registered members of the community. Other information includes status (are they an Admin or Moderator), home page, total number of posts, ICQ number, and date of registration.






#### **Search for Information**

One of the key benefits of the discussion board format is that it enables commonly asked questions to be answered once, for the benefit of all. Before posting your question, it is always worth checking to see if it has already been asked - and answered! You can do this via the **Search** link on the top navigation bar. Various options are available, both for how the search term is specified and for controlling how much of the Forums database you want to search. This is where the specificity of thread subjects is important, making it much easier to locate precisely what it is you're after from a list of search results.

#### **Use the Expand/Collapse Feature**

UBB.threads™ software allows you to decide how much information you want to see. Any time you’re viewing a particular board (forum), you can click the “expand” or “collapse” link to see second or third level replies. Here’s an example:

#### **Collapsed View**

Subject	Poster	Views	Replies	Last post ▾
 Interesting Post	rosemary 	6	2	12/06/01 04:11 PM
 When will it snow?	rosemary 	1	0	12/05/01 01:34 PM
Favorite Board    Subscribe/Unsubscribe to Board				
Jump to				Just Stuff ▾
				Jump

## Expanded View

Subject	Poster	Views	Posted on ▾
<a href="#">Interesting Post</a>	<a href="#">rosemary</a>	6	12/05/01 01:16 PM
<a href="#">Re: Interesting Post</a>	<a href="#">rosemary</a>		12/05/01 01:16 PM
<a href="#">Re: Interesting Post</a>	Anonymous		12/06/01 04:11 PM
<a href="#">When will it snow?</a>	<a href="#">rosemary</a>	1	12/05/01 01:34 PM

[Favorite Board!](#) | [Subscribe/Unsubscribe to Board](#)

Jump to:

## Change from Threaded to Flat Display

With UBB.threads™, you can also reply to any specific post within a thread, creating a hierarchy of replies (aka threaded mode). The screen shots below show the difference between “threaded” and “flat” view. You can switch between views at any time, by clicking the “Flat” or “Threaded” links at the top right corner (see circled area).

## Threaded View

General Discussion >> [Just Stuff](#) Thread views: 5 [Previous](#) [Index](#) [Next](#) [Flat](#) [Threaded](#)

[Favorite!](#) | [Print Thread](#)

[rosemary](#)  
0  
12/05/01 01:16 PM  
208.176.33.50

**Interesting Post** [Reply](#)

This post is very interesting. It contains useful information.

*Edited by rosemary on 12/05/01 01:29 PM.*

Post Extras: [📎](#) [📧](#) [📄](#) [📧](#)

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Entire thread

Subject	Posted by	Posted on
<a href="#">Interesting Post</a>	<a href="#">rosemary</a>	12/05/01 01:16 PM
<a href="#">Re: Interesting Post</a>	<a href="#">rosemary</a>	12/05/01 01:16 PM
<a href="#">Re: Interesting Post</a>	Anonymous	12/06/01 04:11 PM

Jump to:

## Flat View (same thread)

General Discussion >> [Just Stuff](#) Thread views: 6 [Previous](#) [Index](#) [Next](#) [Flat](#) [Threaded](#)

[Favorite!](#) | [Print Thread](#)

[rosemary](#)  
0  
12/05/01 01:16 PM  
208.176.33.50

**Interesting Post** [Reply](#)

This post is very interesting. It contains useful information.

*Edited by rosemary on 12/05/01 01:29 PM.*

Post Extras: [📎](#) [📧](#) [📄](#) [📧](#)

---

[rosemary](#)  
0  
12/05/01 01:16 PM  
208.176.33.50

**Re: Interesting Post** [Reply](#)

No it's not!!!!

Post Extras: [📎](#) [📧](#) [📄](#) [📧](#)

---

Anonymous (Unregistered)  
12/06/01 04:11 PM  
208.176.33.50

**Re: Interesting Post** [Reply](#)

Well, it's pretty interesting.

Post Extras: [📎](#) [📧](#) [📄](#) [📧](#)

[Favorite!](#) | [Print Thread](#)

## Add Someone to my Address Book

Your address book is accessible at any time from your Control Panel, and can be used to send private messages or see which of your friends is logged into the community. To add someone to your address book, simply click his/her name from anywhere in the community. This will bring up that person's public profile, which includes an “add




to address book” link. Click the link, and that person will be automatically added to your personal address book.


#### **Send a Private Message**

Click your “Control Panel” link at the top navigation bar. Click “Send a PM” from within the “Message Box” table. You can then fill in the username (if you know it), or use your address book to select a recipient. Write your message, click Submit, and you’re done!


#### **Print a Thread**

Look for this icon  within any thread. If you click it, a new window will open that contains a stripped-down version of the thread content. Use your browser’s print function to print this version.

#### **Add a Reminder**

What if you’re reading a thread, and you know you want to join the discussion, but you don’t have time? Just mark it with a reminder, and you’ll be able to go straight to it when you’re ready. From any thread, look for this icon  to add a reminder about a specific post. When you click it, that post will be added to your Control Panel under “Post Reminders.” It will remain there until you reply to the post or you delete it manually.

#### **Add a Board (Forum) or Thread to Favorites**

Similar to the Remind Me function, but applicable to an entire board or thread. If you see an interesting discussion, you can click this icon  to add it to your Control Panel under “Favorite Threads” or “Favorite Forums.”

This feature can be useful if you’re participating in a particularly large community, with many forums. If you collect your favorites into your My Home, you can use the My Home to monitor recent activity in just your selected forums of interest.

#### **Add an image to my message (or signature)**

In order to add an image to your message or your signature, you must have the image already available on a web server. This can be an image on your own personal web page, for example. To place an image within a message, simply use the following “Markup Tag”:

[image]http://www.url\_to\_image.com/image\_name.gif[/image]

For example, if you have an image called “cateye.gif” and it’s available from your own website at <http://www.mywebsite.com/pics>, then you would use the following image markup:

[image]http://www.mywebsite.com/pics/cateye.gif[/image]

You can do the same for your signature. Click the “Control Panel” option found on any page. Then, under the Main Configuration heading, click on “Personal Information, email, password...”. Look for the “Signature” box, and enter your desired information, including any images/markup as above.

Note: To keep the forums loading quickly for everyone, it is recommended that you do not exceed 35k for your image size.

#### **Rate a User**

You can rate other community members by clicking the member’s username (which is linked to their profile). You’ll see a “rate this user” option, with one to five star ratings available. Be careful! You can only rate someone once, and you cannot “take back” a rating once you’ve submitted it.

#### **Rate a Thread**

Add your rating to a thread by scrolling to the bottom of the page. Look for this option in the bottom left corner:



The image shows a rectangular box containing the text "Rate this thread" followed by a dropdown menu currently displaying "1 star" with a downward arrow icon. To the right of the dropdown is a button labeled "Submit rating".

Use the dropdown menu to select a rating from 1 star to 5 and click “submit rating”. Use caution! You can only rate a thread once. After you have already rated a thread, you will see “You rated this thread a x” displayed at the bottom of the page in place of the rating dropdown.